



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.2

Subject: Overpayments Made To Adoptive Assistance Parents

Supersedes: N/A

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 04/01/98

Revision date:

Application

To All Program Operations and Fiscal Staff and Adoptive Assistance Parents.

Authority: TCA 9-4-604, TCA 37-5-112, Transfer Rules

Policy

Overpayments by the department have been made to adoptive assistance parents and to foster parents who later become adoptive assistance parents. TCA 9-4-604 obligates the Department of Children's Services to deduct from amounts which are or shall become due and payable to adoptive assistance parents under any contract between the adoptive assistance parents and the State of Tennessee any amounts which are due and payable to the State of Tennessee by the adoptive assistance parents.

It is the policy of the Department of Children's Services that overpayments are to be repaid to the department by direct reimbursement from the adoptive assistance parents or deduction from the monthly adoption assistance payment to the adoptive assistance parents.

Procedures

A. Notification of overpayments

1. Overpayments to adoptive assistance parents may occur and not be detected for varying periods of time after the overpayment.
2. Adoptive assistance parents are to be notified by letter from the department's fiscal staff when overpayments to adoptive assistance parents are identified.

3. Identified adoption assistance overpayments are to be recorded by fiscal staff as accounts receivables in the department's financial records.
4. Adoptive assistance parents will be advised by written notice from fiscal staff that they have a reasonable period of time to respond to the accuracy of the overpayments.
5. The written notice must advise the adoptive assistance parents where to direct any contest of the accuracy of the overpayments.

B. Repayments

1. Adoptive assistance parents are expected to repay departmental overpayments either by:
 - ◆ Refunding the amount of the overpayment, or
 - ◆ Reducing their monthly adoption assistance payment by 50% each month depending on the amount of the overpayment.
2. The written notice must advise the adoptive assistance parents of the monthly amount the department proposes as the reduction to their adoptive assistance payment.
3. Repayment checks or money orders are to be made payable to the Department of Children's Services.
4. The adoptive assistance parents may mail the repayment check or money order to the central fiscal office along with a copy of the overpayment notice or an explanation attached to the repayment check or money order.
5. If the adoptive assistance parents give the repayment check to regional departmental staff, the check must be restrictively endorsed and deposited with a State of Tennessee Deposit Slip (form number FA 0772, Rev. 5-86). A copy of the State of Tennessee deposit slip should be sent to the central fiscal office with a completed ChipFins adjustment form.

Forms

None

Collateral Documents

None

Standards

None